**Kathrine Beard**

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951-642-3835

**SUMMARY OF QUALIFICATIONS:** Approachingfive years working for and managing fashion forward retail locations in the Inland Empire. Recognition of excellent in customer service and time management.

**Education**

**California Polytechnic State University**, Pomona, CA Spring 2015 Bachelor of Science Apparel Merchandising and Management with Retailing Emphasis

Minor- Marketing

**EXPERIENCE**

**Volcom, Costa Mesa, Ca**

*Buying Intern* January 2015-March 2015

* Reorder and update purchase orders for retail locations
* Conduct markdowns for selected styles
* Update scheduled distribution dates for orders

**Itty Bitty’s Closet,** Corona, CAApril 2011–Present

*Store Manager*

* Suggestive selling and help style children’s apparel for customers
* Delegate tasks to staff, train new employees, conduct inventory on a weekly basis and reorder merchandise & supplies
* Created visual displays to help customers have a better shopping experience and drive sales
* Run social media platforms (Facebook, Instagram, Email)

**Quiksilver**, Riverside, CA August 2009- January 2012

*Supervisor*

* Lead monthly floor changed in the store
* Assisted in several store openings
* Participated in managerial conference calls
* Customers For Life trained
* Delegate tasks to staff, train new employees, check on staff’s daily checklists to ensure completion

**Skills and Extra Curricular activities**

* Excellent verbal and written communication skills
* Sales and customer service oriented
* Proficient in Microsoft Word, Excel, PowerPoint, Adobe Illustrator experience
* Personal shopping/Stylist, suggestive selling experience
* Sales Promotion and social media experience
* Certificates accomplished in Decision Making, Customer Service, Workplace Ethics
* Volunteer work with Cal Poly Pomona-Building 45 Beautification for Open House
* Volunteer work with Cal Poly Pomona-Bridal Gown Sales

Portfolio information: http://kathrinebeard.weebly.com